

# DOWNERS GROVE PARK DISTRICT

## INDOOR FACILITY RENTAL APPLICATION

Downers Grove Park District  
Phone: 630.960.7500  
Fax: 630.960.7251  
Email: rentals@dgparks.org

Date: \_\_\_\_\_

Applicant's Full Name: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

### ORGANIZATION INFORMATION

*\*complete only if reserving for an organization or business*

Organization Name _____
Address _____ City, State _____ Zip _____

Dates Requesting	Day	Time	Location <small>LC = LINCOLN CENTER   RC = RECREATION CENTER</small>	Area/Room
		To		
		To		
		To		
		To		

Description of Activity \_\_\_\_\_ Estimated Attendance \_\_\_\_\_

### Equipment needed (check all that apply)

- Projector Screen     Digital Projector     TV with AV CART  
(Lincoln Center only)     Sound System     Microphone

### PAYMENT

For information safety, your credit card number should never be disclosed on this form. You will be contacted for your payment information if you are not submitting this form in person.

### RENTAL GUIDELINES

Your application is not complete until you read, initial and sign the Rental Guidelines located on the reverse side of this application.

### OFFICE USE ONLY

Facility Charge	\$ _____	COI Required? No _____ Yes _____	Date Received COI _____
Equipment Charge	\$ _____	Notes:	
Overtime Charge	\$ _____	_____	
Misc. Charge	\$ _____	_____	
<b>TOTAL</b>	<b>\$ _____</b>	_____	

Payment Type    Check # \_\_\_\_\_    Credit Card (last four digits) \_\_\_\_\_

Approved by \_\_\_\_\_



**INDOOR FACILITY RENTAL GUIDELINES**

Initial All	Guidelines
	Applications must be completed in full and signed by an adult, ages 21 years or older who must assume responsibility and be present during the entire rental period. Inaccurate information will result in cancellation of the rental with the loss of rental charges and/or deposits
	Applications are processed in order of receipt & will be accommodated based on availability.
	Users are given a 15-minute grace period before and after their scheduled time to set-up, decorate and remove items if room schedule allows. Any additional time needed beyond set up times will require an extension to the original request at an additional cost. Unauthorized time will be assessed at the hourly rate and may include an overtime charge. Refunds will not be given for reserved time unused.
	Applications for use of Downers Grove Park District facilities must be completed in full, signed by a duly authorized representative or agent or user over 21 years of age. Said representative or user must be present during the entire rental period and assumes responsibility for the group. User is solely responsible for providing any and all supervision at all times during User's use of any facility, including but not limited to the rented facility, and all common areas. Further, User shall be responsible for ensuring that User's guests and invitees comply with all applicable rules and regulations pertaining to use of Downers Grove Park District facilities. User shall not permit any area to be used for any disorderly or unlawful purposes during the period of this Agreement.
	A security deposit is required for each room or gymnasium rented and is due along with all rental fees at the time of reservation. Security deposit charges will vary and will be determined by room size and amenities offered.
	User shall be responsible for and will pay for any damage to District property arising out of the use of the said facility(ies) pursuant to this Agreement. All individuals, groups and organizations are responsible for the orderly condition of the facility upon their departure. This includes removing any room decorations or supplies and ensuring all trash is placed in the trash receptacles. The deposit will be retained to cover excessive clean-up cost, additional rental time not specified on agreement, damage to property or equipment. If the cost of repairs exceeds the amount of the security deposit, the individual signing the application shall be responsible for the balance and will be billed accordingly.
	<b>Facility requests will not be reserved until all room fees, security deposits and appropriate paperwork is received by the Park District. Paperwork may include the application, certificate of insurance, etc.</b>
	<b>Refund Policy:</b> A refund request must be submitted to the district no later than 5 calendar days prior to the reservation date to receive a refund of deposit & rental fees less a \$25 cancellation fee. Refund requests received in less than 5 calendar days will result in forfeiture of deposit fees and receive a refund of rental fees less a \$25 cancellation fee.
	Dependent upon the nature of the activity, rental groups may be required to submit a certificate of insurance with the Downers Grove Park District named as additionally insured for not less than \$1,000,000 per occurrence. User shall provide a certificate of insurance verifying \$1,000,000 minimum general liability insurance naming the Downers Grove Park District as an additional insured, accompanied by a properly executed additional insured endorsement using CG 2011 or equivalent, and specifying the date(s) and nature of the event. Any insurance or self-insurance maintained by the Downers Grove Park District shall be in excess of User's insurance and shall not contribute with it. User's insurer shall agree to waive all rights of subrogation against the Downers Grove Park District
	Permits are not issued to individuals or groups charging admission or fees for the purpose of private monetary gain unless written permission is granted. No person shall sell, offer to sell or exchange property, or buy, or exchange any property, or take up any collections of any money or property of value in or on Downers Grove Park District facilities.
	The posting of advertisements of any product or service for sale is prohibited
	Room decoration: Any group requesting to set up decorations on any walls, doors, floor or windows must be preapproved by the district. <b>Items such as glitter, "silly-string", confetti and duct tape are strongly prohibited. Use of these items without prior approval will result in loss of deposit fees.</b>
	No Downers Grove Park District equipment or property shall be removed from the premises without written permission of the Downers Grove Park District.
	Food is NOT allowed in the gymnasiums. Food is allowed only in the area designated on the rental application
	<b>No beer, liquor or any alcoholic beverages shall be brought or consumed upon the premises or be in the possession of any member of the party. If alcoholic beverages are brought and consumed on the premise, the rental will be immediately cancelled, and all members of the party must vacate the facility. All rental and deposit fees will be forfeited. It is agreed that violation of this provision shall result in automatic revocation of all rights hereunder and the forfeiture of all fees. The foregoing shall not be interpreted as limited or revoking any rights of the Downers Grove Park District under this Agreement.</b>
	This rental agreement may be revoked at any time at the discretion of the Downers Grove District due to misrepresentation of User, the misconduct of individuals in the group or for misuse of property. Rental fees and security deposits may be forfeited as a result. Future rentals may be denied to User.
	This agreement may not be assigned by User without the Downers Grove Park District's prior written consent.
	Facility rental policies are subject to change without prior notice.

## **RENTAL WAIVER/RELEASE**

Downers Grove Park District does not assume any liability for property damaged, lost or stolen on the Downers Grove Park District premises, or for personal injuries sustained on the premises during User's use of the premises and User hereby agrees to assume the full risk of any injuries, damages or loss, regardless of severity, that User may sustain as a result of this Agreement.

User further agrees to waive and release the Downers Grove Park District from any and all losses, claims, suits or judgments or damages that User might sustain as a result of any and all activities connected with or associated with this Agreement.

It is fully understood and agreed by the parties that User shall fully defend, indemnify and hold harmless the Downers Grove Park District including its officers, employees, volunteers and agents against any and all liabilities, claims, damages, losses, costs and expenses (including reasonable attorneys' fees) arising indirectly or directly in connection with or under, or as a result of this Agreement.

This agreement is entered into solely for the benefit of the contracting parties, and nothing in this agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person or entity who is not a party to this agreement, or to acknowledge, establish or impose any legal duty to any third party.

**I have read, understand and agree above to the Downers Grove Park District rules, regulations, and guidelines.**

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**(A duly authorized representative)**

**Date:** \_\_\_\_\_